



This schedule will supersede schedule number C-609 dated 1/5/88

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-772

Page No.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DPW **AGENCY** BUREAU OF UTILITY OPERATIONS **DIVISION** ADMIN.

Item No.	Description	Retention
1.	<u>FLSA TIME SHEETS</u> File contains daily time sheets as required by Fair Labor Standards Act.	RECOMMENDATION: MANDATORY THREE YEAR RETENTION, THEN DESTROY.
2.	<u>CORRESPONDENCE</u> Memoranda, letters and reports written by Deputy Director, Bureau of Utility Operations.	RECOMMENDATION: RETAIN FIVE YEARS IN OFFICE, THEN DESTROY.
3.	<u>PLANT OPERATING RECORDS</u> Copies of monthly operating reports and flows for water treatment plants and water reclamation facilities. Originals remain at each facility.	RECOMMENDATION: RETAIN FIVE YEARS, THEN DESTROY.
4.	<u>GENERAL FILES - BUREAU OF UTILITY OPERATIONS</u> Miscellaneous administrative information relative to various ongoing activities of the bureau.	RECOMMENDATION: RETAIN MATERIAL HAVING CONTINUING ADMIN OR LEGAL VALUE TO THE OPERATION OF THE OFFICE UNTIL SUCH VALUE CEASES. OTHERWISE, RETAIN FIVE YEARS, THEN DESTROY.

Schedule Approved by
Records Management Officer

Date

Signature

Schedule Approved by
Chief Administrative Officer

Date

Signature

Schedule Approved by
Agency Division Representative

Date

Signature

Schedule Approved by
State Archivist

Date

Signature

FEB 14 1997

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (GGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20734

AGENCY RECORDS INVENTORY

Page 1 Of 4

1. DEPARTMENT/AGENCY

PUBLIC WORKS

2. DIVISION

BUREAU OF UT OPERATIONS

3. UNIT

ADMIN

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

FLSA TIME SHEETS

5. EARLIEST YEAR / LATEST YEAR

1993 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Daily time sheets as required by Fair Labor Standards Act.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numeral
☒ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) Binder

1
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☒ Other (Specify) Binder

1
Number

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

3 ☐ Month(s) ☒ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Heritage Complex
2662 Riva Rd., 2nd floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes Payroll ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

☐ Yes ☒ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. RECOMMENDED RETENTION

3 years active in office, then destroy.

19. NAME AND TITLE OF PREPARER

Shirley J. McMillan, Secy III

20. TELEPHONE NUMBER

(410) 222-7520

21. DATE

5/11/94

1. DEPARTMENT/AGENCY
PUBLIC WORKS

2. DIVISION
BUREAU OF UT OPERATIONS

3. UNIT
ADMIN

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

CORRESPONDENCE

5. EARLIEST YEAR / LATEST YEAR

1993 To Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Memorandums, letters and reports written by Deputy Director, Bureau of Utility Operations
(Michael P. Bonk)

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☒ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numeral
☒ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

1

Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

1/4

Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

1

Number

- ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Heritage Complex
2662 Riva - 2nd floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☒ No

18. RECOMMENDED RETENTION

5 years in office, then destroy

19. NAME AND TITLE OF PREPARER

Shirley J. McMillan, Secy III

20. TELEPHONE NUMBER

(410) 222-7520

21. DATE

5/11/94

1. DEPARTMENT/AGENCY

PUBLIC WORKS

2. DIVISION

BUREAU OF UT OPERATIONS

3. UNIT

ADMIN

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PLANT OPERATING RECORDS

5. EARLIEST YEAR / LATEST YEAR

1989 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Monthly operating reports and flow for water treatment plants and water reclamation facilities.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☒ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) Binders

4

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☒ Other (Specify) Binders

1/10

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

1 ☒ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Heritage Complex
2662 Riva - 2nd floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes Individual WRF's or ☐ No
Regional Office

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☒ No

16. AUDIT REQUIREMENTS

- ☐ None ☒ State ☐ Federal ☐ Independent
(Records at facilities only)

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☒ No

18. RECOMMENDED RETENTION

5 years in office

19. NAME AND TITLE OF PREPARER

Shirley J. McMillan, Secy III

20. TELEPHONE NUMBER

(410) 222-7520

21. DATE

5/11/94

1. DEPARTMENT/AGENCY
PUBLIC WORKS

2. DIVISION
BUREAU OF UT OPERATIONS

3. UNIT
ADMIN

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
GENERAL FILES - BUREAU OF UTILITY OPERATIONS

5. EARLIEST YEAR / LATEST YEAR
1983 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Miscellaneous administrative information relative to various on-going activities of the Bureau.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☒ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

3
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

1/4
Number

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Permanent ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Heritage Complex
2662 Riva Rd., 2nd floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☒ No

18. RECOMMENDED RETENTION

Permanent records

19. NAME AND TITLE OF PREPARER

Shirley J. McMillan, Secy III

20. TELEPHONE NUMBER

(410) 222-7520

21. DATE

5/11/94